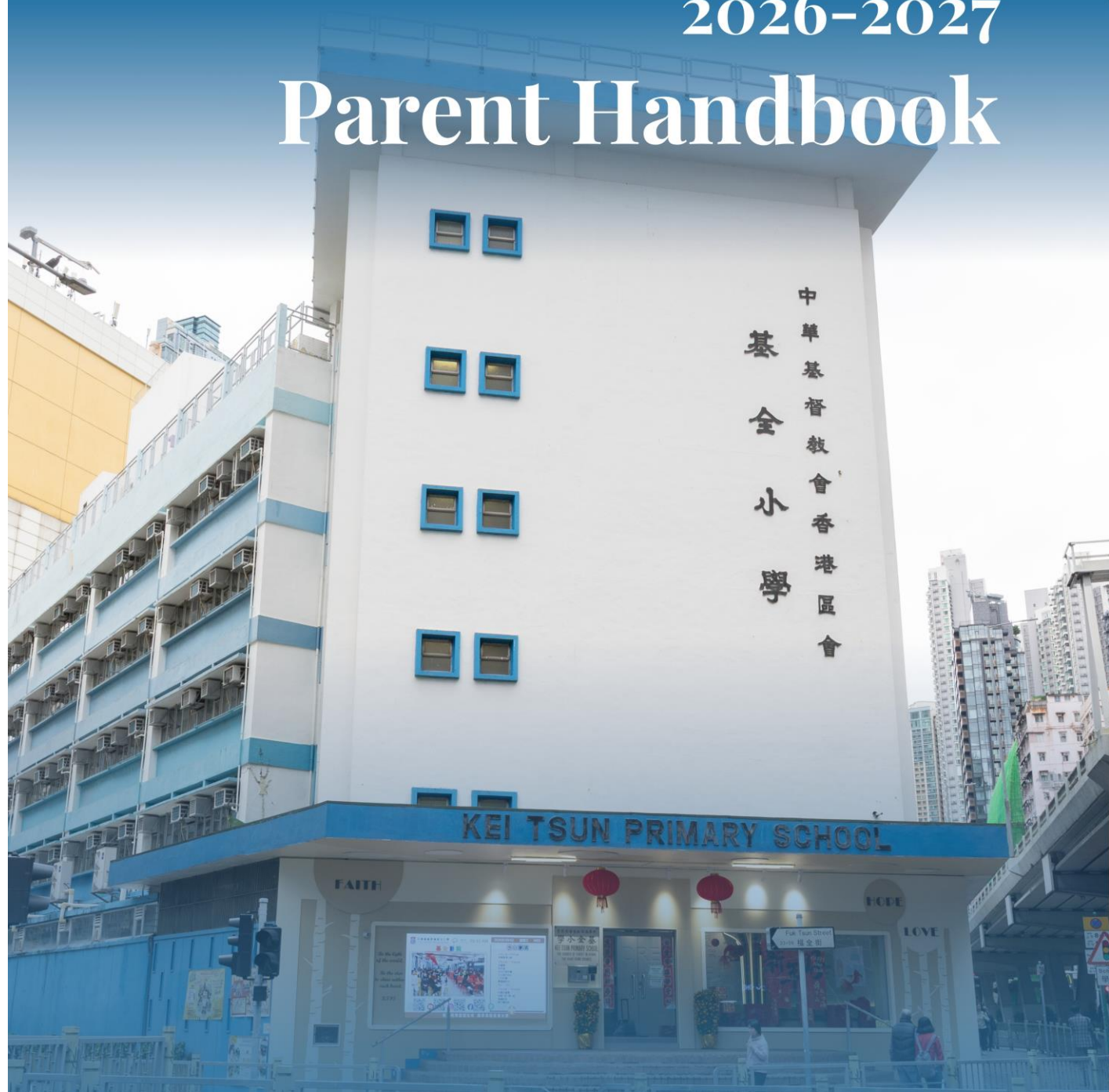




C.C.C. KEI TSUN PRIMARY SCHOOL

2026-2027

Parent Handbook



Advancing Innovation Nurturing Character Shaping the Future

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1 Our School: Welcome Letter from the Principal

Dear Parents,

At the start of this new school year, I extend my heartfelt greetings to you in my role as the newly appointed principal. A new term symbolizes fresh opportunities and challenges. This year is especially significant as our school celebrates its 55th anniversary, marking a new stage of growth and transformation.

We will continue to uphold our motto, “*Learning to illuminate the Way*,” carrying forward the vision of the Church of Christ in China. Together, we strive to nurture abundant lives and bear witness to the great love of Christ.

Earlier, the “Tiangong Classroom” sparked a wave of enthusiasm for space exploration across Hong Kong. For many years, I have also been committed to promoting aerospace education in Hong Kong and Suzhou, and I compiled the self-study material *Starry Notes* for the “Suzhou–Hong Kong Young Astronaut Selection Contest.”

Our school will continue arranging for students to travel to the **Wenchang Spacecraft Launch Site**, where they can experience the awe of a rocket launch up close and attend expert-led lessons. At the same time, we actively implement our school-based “**Young Astronaut Reward Scheme**.” Based on the three core values of *Wisdom, Benevolence, and Courage*, students are awarded cosmic badges to guide them in developing the qualities of responsibility, courtesy, confidence, kindness, gratitude, and optimism — the hallmarks of a “Kei Chuen student.”

To embrace the new era of technology, we have introduced **generative AI teaching platforms** and joined collaborative initiatives such as the *Jockey Club AI Education Project*, *District Council Smart Learning Program*, and the *Zhejiang–Hong Kong–Macau Digital Education Alliance*. Through these, we are developing a school-based “**Space AI**” curriculum that equips students with modern core skills to *learn AI and learn with AI*. This guides them to use AI effectively in problem-solving and apply it to space exploration.

In addition, drawing on my past experience in designing **Disney STEAM curriculum**, we are launching a distinctive “**STEAM × China**” cross-disciplinary program. This integrates science and technology with

national education, embodying a fresh educational vision where innovation and civic learning advance hand in hand.

Reading and language ability are the foundation of learning, and our school places strong emphasis on students' language development. We actively promote **reading reward programs** and **cross-curricular reading** to enhance literacy and inquiry skills in a comprehensive way.

It is encouraging that this year our school has been selected as one of only **six pilot primary schools** in Hong Kong for the "*Fun Learning Chinese*" initiative. Partnering with professors from the University of Hong Kong and professional teams from Caritas, we will deepen **home-school-community collaboration** to provide more specialized support for non-Chinese-speaking students. Our goal is to ensure that every child can grow with confidence in an atmosphere of respect, care, and inclusion.

To provide a higher-quality learning environment, the school has completed several campus improvement projects. A newly equipped **science laboratory** and the **AI & Space Education Resource Center** will soon be in use.

On the level of character and well-being, the school has fully implemented the "**4Rs Mental Health Framework**" together with positive education, ensuring comprehensive care for students' physical, emotional, and spiritual health.

Education is not only the pursuit of academic knowledge, but also the cultivation of character and the building of life itself. Looking ahead, our school will continue to promote **whole-person development**, creating a modern campus enriched with **technology, arts, love, and positive energy**.

We hope that in the new school year, Kei Chuen students will set clear goals, dare to explore, surpass themselves, and move forward with confidence and joy toward their dreams.

May this school year be filled with blessings and good health.

Yours sincerely,
Cheng Chun Kit
Principal

2 Information for Parents

2.1 Arrival Time

Monday to Friday: 7:30 a.m. – 8:00 a.m.

2.2 School Hours

Whole-day school: Monday to Friday: 8:00 a.m. – 3:05 p.m.

*Half-day school: 8:00 a.m. – 12:45 p.m.

2.3 Arrangement of Dismissal

Dismissal methods:

- a. Students collected by parents
- b. Students going home on their own will leave at Western Gate (Tai Kok Tsui Road) and cross the road monitored by teachers.
- c. Students taking the school bus
- d. Students leaving school with their siblings
- e. Students collected by tutors

2.4 Leave Application

2.4.1 Sick leave:

- a. Parents should phone the school between 7:30 a.m. and 8:00 a.m. Please also fill in the part of ‘Application for Personal / Sick Leave’ in Student Handbook.
- b. The sick leave needs to be extended when students are not able to attend school after sick leave.
- c. Absence without a reason is considered as truancy.
- d. A medical certificate must be submitted for any sick leave lasting three days or more.

2.4.2 Casual leave:

- a. Prior approval must be obtained from the school three days in advance. Casual leave due to travelling is not encouraged.
- b. If prior application cannot be made, ‘Application for Personal / Sick Leave’ in Student Handbook and have class teacher signed once the student return to school.
- c. Absence without reason will be treated as truancy.

2.5 Early Dismissal and Temporary Leave from School

For early dismissal and temporary leave from school for any reasons, parents need to come to the school office and fill in a corresponding form. Upon the principal's or teachers' approval, students may leave the school with parents.

2.6 Lateness

- a. Students should arrive at school by 8:00 a.m. It is regarded as lateness after the school bell rings.
- b. Discretionary decisions will be made due to bad weather or transport.
- c. Discretionary decision of lateness due to reasons such as feeling unwell, body check and receiving dental service will be made upon the provision of medical certificate or certificate of attendance.
- d. For lateness due to application for passport, discretionary decision will be made upon the provision of document proof.

2.7 Matters of parents' visit to school

1. Sending and collecting students to-and-from school

a. Students arriving at school:

Parents can take their child to the school lobby. Students go to the classrooms directly. Parents can stay with child at the lobby temporarily if necessary.

b. Lateness:

When students arrive at school, they will have the lateness record marked in the handbook by the staff at the reception. Then, students can go back to the classroom.

c. Early dismissal:

If parents need to collect their child early during school hours, they must notify the staff at reception. Then the staff will notify the school office. Parents need to fill in the Dismissal Format at the school office. Students will be taken to the school office by our staff. Parents cannot go to the classroom or other places to collect their child.

d. School Dismissal Arrangements: Parents should arrive at school and wait for their child at the school hall promptly at 12:45 p.m. (Half-day school) / 3:05 p.m. (Primary 2-6 Whole-day school / 4:05 p.m. (Primary 1 Whole-day school).

- e. Dismissal arrangement for the after-school programme:
 - 1. First Dismissal Session (4:35 p.m.): Tutors will escort students to the school hall, where parents may pick up their children.
 - 2. Second Dismissal Session (6:05 p.m.): Tutors will escort students to the school hall, where parents may pick up their children.
 - f. Early dismissal of the after-school programme:

Parents can notify the staff at the reception counter. Then the staff will notify the school office. Parents need to fill in the Dismissal Format at the school office. Students will be taken to the school office by our staff. Parents cannot go to the classroom to collect their child.
2. Meeting teachers or social workers
- a. If a prior appointment has been made, parents can inform the staff at reception and wait at the school office. The teachers or social workers concerned will go to join parents at the school office.
 - b. If appointment has not been made, the staff at reception will contact the teachers or student's councilor concerned for further arrangement. If contact cannot be made or concerned teachers cannot make the meeting immediately, the staff will keep record and pass the information to the teachers concerned.
3. Handling students' affairs or enquiry
- a. If parents need to handle students' affairs or make any enquiry, the staff at reception will need to understand the matter first and tell parents the arrangement.
 - b. Then, the staff at reception will tell parents to go to school office on 1st floor for further arrangements or enquiries.
4. Students using school telephones to contact parents
- When students are in school, teachers will contact parents for them in case there is a special need. Students will only be allowed to contact parents, with teacher's permission, due to reasons like changes of dismissal time or way, or forgetting to bring important things such as keys. Students are not allowed to use the telephone at the lobby or school office on their own. For students to be collected by parents, if parents do not come to school 15 minutes after school, students can use

the telephone at the lobby to contact their parents with permission from the staff at reception.

2.8 Special Arrangement in Bad Weather

To ensure students' safety, the School shall follow the guidelines issued by the Education Bureau (EDB) and the Hong Kong Observatory (HKO) regarding Tropical Cyclone and Rainstorm Warning Signals. The following arrangements will apply:

1. Warning Signals Issued Before School Hours

Warning Signal	School Arrangement
Tropical Cyclone Warning Signal No. 1	School remains open and classes continue as normal.
Tropical Cyclone Warning Signal No. 3	Kindergartens are suspended. Primary schools remain open and classes continue as normal.
Tropical Cyclone Warning Signal No. 8 or above	All classes will be suspended.
Amber Rainstorm Warning Signal	School remains open and classes continue as normal.
Red or Black Rainstorm Warning Signal	All classes will be suspended.

2. Warning Signals Issued During School Hours

- a. If a Red or Black Rainstorm Warning Signal is issued during school hours, students should remain at school until the normal dismissal time. The School will take appropriate care of all students, and parents need not rush to collect their children. If the Red or Black Rainstorm Warning Signal remains in force at dismissal time, all students must be picked up by their parents or guardians from the School.
- b. If a Tropical Cyclone Warning Signal No. 8 or above is issued during school hours, or if the Education Bureau announces immediate suspension of classes, the School will make arrangements for students to leave the campus safely in accordance with EDB guidelines and the dismissal arrangements previously indicated by parents.

3. Assessments, Examinations and Special Activities

Should classes be suspended due to a Tropical Cyclone or Rainstorm Warning Signal on a day scheduled for assessments, examinations or special activities, the arrangements will be postponed or adjusted. Parents and students should refer to subsequent announcements issued

by the school.

4. Notes to Parents

- a. Parents should pay close attention to the latest announcements issued by the Education Bureau and the Hong Kong Observatory, and decide whether it is appropriate for their child to attend school based on weather, road and traffic conditions.
- b. If a student is unable to attend school because of severe weather conditions or traffic disruptions, parents should complete the leave application procedures according to the School's regulations. Such absence will not be regarded as truancy.
- c. In the event of exceptionally heavy rainfall during school hours, students may return to school after weather conditions have improved. Such cases will not be treated as late attendance.

2.9 Matters of bringing umbrellas / raincoat to school

Students should only bring folding umbrellas or raincoats to school and keep them in a plastic bag.

2.10 Student Dress Code for new uniform

There is a two-year transitional period in 2022-2023 and 2023-2024. All students must wear new school uniform from 2024-2025. Please refer to the samples of new uniform from the school and purchase new uniform for your children when appropriate. School uniforms should be fit and neat.

2.10.1 Summer uniform

School uniform		Sports uniform
Boy	Girl	Boy/ Girl
1. Summer boy pants (with/without a black belt)	1. Summer girl's skirt	1. Summer unisex Sport Tee (Red, Yellow, Blue)
2. Summer boy shirt	2. Summer girl shirt	2. Summer unisex Sports pants (Red, Yellow, Blue)
3. Cardigan	3. Cardigan	3. Sport jacket
4. White undershirt	4. White undershirt	4. White undershirt
5. White socks (cover ankles)	5. White socks (cover ankles)	5. White socks (cover ankles)
6. White sports shoes	6. White sports shoes	6. White sport shoes

2.10.2 Winter uniform

School uniform		Sports uniform
Boy	Girl	Boy/ Girl

1. Trousers (with/without a black belt) 2. Long-sleeved shirt 3. Cardigan 4. Coat 5. White undershirt 6. White socks (cover ankles) 7. White sports shoes	1. Skort 2. Long-sleeved shirt 3. Cardigan 4. Coat 5. White undershirt 6. White socks (cover ankles) 7. White sports shoes	1. Long-sleeved unisex Sport Tee (Red, Yellow, Blue) 2. Tracksuit bottoms 3. Sport jacket 4. Coat 5. White undershirt 6. White socks (cover ankles) 7. White sport shoes
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Others

- (i) Scarves and gloves should be in solid colour.
- (ii) When it is 12°C or below, girls can wear P.E. uniform and students can wear thick clothes in solid colour on top of uniform to keep against the cold.

2.10.3 Hair

- (i) Hair should be clean and neat. Dyeing or using hair styling products is prohibited.
- (ii) Boys: Have hair cut regularly. Boy's hair in back should be no longer than the top of the collar. Hair in front should be no longer than the top of the eyebrow with sides no longer than the bottom of the earlobe.
- (iii) Girls: Hair should be no longer than shoulder and pulled back out of the eyes. Have hair cut regularly or tied. Hair accessory should be simple and in dark blue or black.

2.10.4 Accessory

- (i) No accessory is allowed.
- (ii) For students who need to wear accessories due to religious reasons, written applications should be made to the school.

2.11 System of Rewards and Penalties

1. System of rewards

Area	Items	1	2	3	4	5	6	7
		Open praise	Commendation letter	Certificate	Merit point	Minor merit	Major merit	Scholarship
Academic	Academic Distinction 1 st – 3 rd in one term	✓		✓				
	Academic Excellence (1 st -3 rd in the whole grade in Chinese, English, Maths and General Studies/Humanities/Science in one term)	✓		✓				
	Tai Kok Tsui Kei Tsun Church Scholarship 1 st (one for each grade) in the whole year	✓						✓

	Tai Kok Tsui Kei Tsun Church Scholarship Best Advancement Award (one in each grade)	✓						✓
	Rev. Peter Wong Memorial Scholarship (1 st – 3 rd in P.6 in the whole year)	✓		✓				✓
	The Miss Chan Yin-hung Scholarship (1st to 3rd in English Language in the grade in the whole school year)	✓						✓
	P.1 Excellent Learning Performance Award (one student of each class is recommended by Chinese, English, Math, and General Studies/Humanities/Science subject teachers in each term)	✓		✓				
	Positive Learning Attitude (one student of each class is recommended by Chinese, English, Math, and General Studies/Humanities/Science subject teachers in each term)	✓		✓				
Students from elite classes who demonstrate excellent classroom performance with a positive attitude and maintain an attendance rate of 80% in each term are recorded on the academic report.								
Conduct	Discipline Award (one student from each class in one term)	✓		✓				
	Excellent behaviour	✓	✓					
	Exemplary Service Award (To be selected by the teacher-in-charge)	✓			✓ (1-2 merit point)			
	Service Award (To be selected by the teacher-in-charge)	✓		✓				
	Class Helper Award (3 to 5 students from each class)	✓		✓				

Area	Items	1	2	3	4	5	6	7
		Open praise	Commendation letter	Certificate	Merit point	Minor merit	Major merit	Scholarship
Extra-curricular activities	Participate in the school teams / performance groups, with an attendance rate of 80% in the whole school year and represent the school in competitions or performances.				✓			

	Represent the school and obtain first runner-up or second runner-up in inter-school or inter-district competitions				✓ Two merit points			
	Represent the school and obtain first prize, second prize or third runner-up in inter-school or inter-district competitions				✓			
	Represent the school and obtain champion in inter-school or inter-district competitions					✓		
	Represent the school and obtain first four places in inter-port competitions						✓	
	Participate in the school teams / performance groups / extra-curricular classes with an attendance rate of 80% in each term are recorded on the academic report.							
	NCS Best Performance Award	✓		✓				✓
	NCS Best Improvement Award	✓		✓				✓

1. If students obtain a prize in external competitions, our school reserves the right to award merits.
2. The valid period of obtaining prizes in competitions and recording in the academic report:
1st September, 2026 to 31st May, 2027

2. System of penalties

- a. To help students improve, they will be penalized with reference to severity of violating school rules. The penalties include verbal warning, written warning, making amends for faults and record of demerit points.
- b. Major aspects of students' conduct:

Punctuality	Term based: One demerit point for being late for seven times
Discipline	Monthly based: One demerit point for violation of any regulations for seven times
Diligence	Monthly based: One demerit point for not submitting homework on time for nine times

- c. Conversion of penalties
 - (i) Three demerit points will be converted to one minor demerit.
 - (ii) Three minor demerits will be converted to one major demerit.

2.12 Student Conduct and Behaviour Performance Rating Scale

Ratio (Applicable to normal number of school days):

Conduct = (100%)	Diligence (30%)+	Discipline (50%)+	Neatness (20%)
	Record of failure to submit homework (30%) + teachers' professional judgement on students' learning attitude (70%)	Record of violating school rules (30%) + Teachers' professional judgement (70%)	Record of improper uniform and appearance (30%) + Teachers' professional judgement (70%)

2.13 Application for bringing mobile phones or electronic devices with communication function to school

1. Students are not suggested to bring mobile phones to school in normal occasion.
2. Annual written application should be made to the school if there is a need for students to bring mobile phones to school. The school has the right of approval based on particular situation.
3. If the application is approved, the mobile phone must be switched off before entering school.
4. Use of mobile phones is prohibited in school and during all school events.
5. Mobile phones should be kept in the school office before lessons. Students can only get back the mobile phone before leaving school.
6. Within the school year, if the model or number of the approved mobile phone is changed, parents need to submit an application to the school again.
 - Sending lunch box to school

When there is whole-day school, Lunchtime of our school is from 12:45 to 1:15 p.m. Students have lunch at school.

Lunch arrangements (applicable to whole-day school)

1. Parents bringing their own lunch
 - A. Students should bring their lunch box when they come to school. After lunch, they need to take the lunch box home for cleaning.
 - B. Parents sending lunch boxes to school during the designated time
 - Parents should send the lunch box to the collection area in the school

hall between 12:25 p.m. and 12:45 p.m. School staff will distribute the lunch boxes to the classrooms. After lunch, students are responsible for tidying up their own lunch boxes and taking them home for cleaning.

2. Ordering lunch through the service provider

- Parents need to place orders for lunch by using the mobile app between the 12th and 20th day of every month. Eligible students can apply for the Free Lunch at Schools.

Free Lunch at Schools

- Parents need to complete the relevant reply slip and return it with the Eligibility Certificate to the class teacher for the application of Free Lunch at Schools.
- To apply for student grant, please complete the relevant application form and post it to the Student Finance Office.

School Lunch Service Provider

- “Fit for Life” is the school lunch service provider this year. The company also operates the school tuck shop.
- The lunch supplier offers five different lunch box options each day, priced at \$31 per box. Orders must be placed for the whole month, and the menu is adjusted monthly.
- Parents can order lunch for children according to their needs each month.

Note:

- No refrigerating or reheating service is provided at school. Parents should prepare simple and healthy lunch for children. The lunch should be kept in a container (Glass container is not recommended.) with a little bag. On the bag, student’s name and class should be written clearly.
- No hot soup, drinks in cup (e.g. soft drinks) or hot drinks. Food that turns bad easily (e.g. sushi and salad) is not suggested.
- Students should also prepare a towel or tissues to keep their hands, cutlery and desk clean.

*Special arrangements:

When the Education Bureau announces that half-day school must continue in primary schools, students will not have lunch at school. However, our school will order lunch boxes for students in need so that they can have lunch at home.

Each lunch box costs \$22.5. Students eligible for the Free Lunch at School scheme will have the payment of lunch fee exempted.

1. The lunch service provider will provide students with a lunch box which can keep the food warm for a longer time, and a reusable bag so that students can bring the lunch home. Please put your child's name and class on the bag. Extra bags will not be provided so students need to bring the bag to school every day.
2. The lunch boxes will be sent to the classroom 30 minutes before the school ends, i.e. 12:15 p.m. Teachers of the last lesson will distribute the lunch boxes to students.
3. As students will not have lunch at school immediately, the lunch boxes must be reheated within 1.5 hours before eating.

2.15 Returning or collecting student's items at school

1. Only emergent or special items are to be passed on or picked up:
Emergent or special items include:
 - medicine
 - keys, Octopus card, wallet
 - items for exams or competitions (e.g. Musical instrument, sporting goods, or visual arts tools, etc.)
 - school uniform that has been made dirty or wet
2. If parents return items to students at school:
 - a. Parents should fill in a form
 - b. To avoid disturbance caused to the class, students' items will only be passed during recess/ lunch/ after school
 - c. Medicine will be passed to students in the lobby immediately
3. If parents/ students collect items at school:
 - a. Parents/ students should fill in a form
 - b. Parents/ students are only allowed to claim the items with the help of janitors
 - c. Students should wear proper school uniform when entering school
 - d. School closes at 5pm (Monday to Friday); 1pm (Saturday) Please call the office in advance.

2.16 Matters of bringing stationery to school

1. P1 students should use pencil case but not pencil box. There should be 3-5 sharpened pencils, one eraser and one 15-cm ruler in the pencil case.
2. Mechanical pencils and ball pens are not allowed in P1- P3.
3. P1 – P6 students should have a bag for Visual Art lesson. In the bag, there are scissors, a glue stick and white glue.
4. No correction pens, erasable ball pens or stationery with calculation function is allowed in school.
5. Simple stationery is recommended.

2.17 Matters of bringing money or Octopus cards to school

1. It is suggested that P.1 to P.3 students should not bring more than \$20 of cash to school.
2. It is suggested that P.4 to P.6 students should not bring more than \$40 of cash to school.
3. Students should put the Octopus card in a card holder with simple design.

2.18 Matters of bringing anti-epidemic items to school

Parents can prepare two spare masks for children to bring to school. Students can also bring alcohol hand rub to school for cleaning hands.

2.19 Matters of using smartphones

Students should have a good habit of using mobile phones properly with help from parents. Here are some suggestions:

1. Browse useful websites with children and teach them to choose proper websites.
2. Teach children to do online activities properly. Avoid any inappropriate content.
3. Teach children to pay attention to traps on the Internet. Do not receive suspicious information.
4. Remind children not to send any message or photos with inappropriate content.
5. Remind children not to join any chat groups. If necessary, please make sure they use the chat group properly.

6. Teach children not to use mobile phones for too long so that their study and health will not be affected.

2.20 Safety issue of children staying outside after school

Students should go home immediately after school. Do not stay on the street. If students have activities after school, parents must accompany their children for safety reasons.

If parents allow children to go out alone, they need to pay close attention to children's activities and behaviour. Remind children of the following things:

1. Be aware of strangers.
2. Be aware of people who behave badly.
3. Do not bring valuable things and take good care of personal belongings.
4. Behave well and do not talk loudly in public places.
5. In addition to complying with school rules on campus, students are expected to observe the laws of Hong Kong outside school. They should follow traffic regulations and safety guidelines and refrain from any behaviour that may harass, endanger, or harm others, so as to prevent injury to themselves and others.

2.21 Contact Information

Parents-school communication is important to children's growth. Parents can contact the school in following ways:

1. Student handbook: Note to teacher can be written in the part of 'others' and 'note of the week' in the handbook.
 2. Telephone: Contact to school can be made at 2392 8221.
 3. Meeting: Appointment can be made by phone for meeting with teachers.
 4. Urgent meeting: In case of emergent meeting needed, please contact the school office.
 5. Written form: Letters can be posted to 150 Tai Kok Tsui Road, Kowloon or faxed at 2399 0319. E-mails can be sent to kts-mail@cccktps.edu.hk.
 6. Parents' Day: There is a Parents' Day in each school term. Parents can meet the class teachers and learn more about their children's studies at school.
- * For the latest school information and updates, please visit the school's website. 'www.cccktps.edu.hk'.

3 Class Allocation, Medium of Instruction, Homework and Assessment:

3.1 Class Allocation Arrangement

a. Criteria for Class Allocation:

1. To reduce the pressure faced by students due to difference in academic performance
2. To cater for students' learning needs and provide students with appropriate support
3. To let students meet more schoolmates and learn how to get along with others

b. Method of Class Allocation:

Mixed mode is conducted in P.1 – P.6 in terms of number of boys and girls in a class, students' individual needs and learning ability.

3.3 Homework List

科目 (Subject)	功課總稱 (Types of Homework)	簡寫示例 (Abbreviation)
中文 (Chinese)	作業一冊第三及第四頁	作 P.3-4/作改
	詞語一冊第一課 5 行	詞 (一) 5 行
	工作紙 (一)	工 (一)
	預習 (自設問題)	預 (自設問題)
	抄書一冊第二課第一、二段	抄 (二) #1,2
	朗讀一冊第二課第三段	朗讀 (二) #3
	默書改正、家長簽名	默改簽
	評估改正、家長簽名	評改簽
	中文課本一冊第八頁	書 P.8
	默書一冊第一課及背默一冊第二課	默 (一) 及背默 (二)
	成語練習第一至二頁 (*四至六年級適用)	成 P.1-2
	習字兩篇 (*三至六年級適用)	習字 2 篇
	中文寶庫第 2 頁	寶 P.2
	溫習默書範圍	溫默
英文 (English)	GE Student Booklet (P.1-3 only) P.1-3 Space Town 課程 GE 練習	GE P.1-2
	Workbook 作業	WB P.1-2
	Grammar 作業(文法練習)	Gram P.1-2
	Chapter Booklet 課業冊	CB P.1-2
	Worksheet 工作紙	WS P.1-2
	Module writing 單元寫作	MW
	Handwriting 寫字練習	HW
	Penmanship 抄書	Pen P.1-2
	Notebook 筆記	Note
	Revision 溫習	Rev.
	Dictation 默書	Dict.
	Dictation Correction & Parent's Signature 默書改正、家長簽名	Dict. Corr. & Sign.
	Quiz 進展性評估	Quiz
	Quiz Correction & Parent's Signature 進評改正、家長簽名	Quiz Corr. & Sign.
	Pre-dictation 預默	Pre-dict
數學 (Maths)	作業第 11-12 頁	作 P.11-12
	補充第 4-5 頁	補 P.4-5
	數學 A 簿：練習 6 第 1-5 題	(A)Ex.6(1-5)
	數學 B 簿：練習 6 第 6-10 題	(B)Ex.6(6-10)
	工作紙冊第 1-2 頁(預工/課工/家工/跟工)	工 P.1-2
	數學課本第 15-16 頁	書 P.15-16
	測驗改正、家長簽名	測改簽
常識 (General Studies)	作業 p.1-2	作 p.1-2
	專題研習	專題
	工作紙冊	工 P.1-2
	時事工作紙	時工(一)
	評估改正、家長簽名	評改簽
	STEAM 歷程檔案	STEAM 歷程
	高階思維自學冊 p.1-2	自學冊 p.1-2
普通話 (Putonghua)	工作紙冊	工 P.1-2
	正讀應用程式	正讀第一課詞

Remarks:

- Online homework will also be assigned, e.g. on Teams ("T" will be added to the name of homework) and other apps. Clear instructions will be given to students in advance.

3.4 Assessments

3.4.1 Assessment Arrangements

Assessment is one of the parts of the learning cycle and it facilitates better learning. The school adopts an assessment framework that includes both diversified assessment and examinations. Diversified assessment may take the form of quizzes, performance-based assessments, project learning, STEAM portfolios, and other learning activities designed to evaluate students' progress and achievements comprehensively.

Primary 1 student have no written assessments and exams. Assessments will be conducted in diverse modes. At the end of each term, a student performance report will be issued.

Arrangement of P.2-P.6 assessments: (Please refer to later parts for details)

Month	P.2-P.5	Month	P.6
Oct - Dec	Exam 1	Oct	Test 1
Jan.	Exam 1	Nov	Exam 1
Mar – May	Test 2	Jan	Test 2
Jun	Exam 2	Mar.	Exam 2
		Jun	Graduation Exam

- The school will keep record of students' results and performance in order to trace their learning progress and for feedback on teaching.
- Teacher will check the assessments with students after marking. Students must do corrections and have assessment papers signed by parents. After checking by the teacher, assessment paper will be given back to students and kept by parents for revision.
- All examination papers will not be distributed to students. Teachers will check the paper with students and give explanations in school. For any enquiry about the result of examination, please make prior appointment before meeting teachers.
- Points to note of absence from formative assessments:

Students who are absent during the assessment or examination period due to illness or personal leave should follow the school's normal leave application procedures. Parents should inform the school as early as possible, either in advance or on the day of absence. Make-up assessments are generally arranged within one school day after the assessment or examination period. The arrangements for missed assessments and make-up assessments

are as follows:

Arrangements for make-up assessments:

Reason for absence	Arrangement
Sick leave: Students are absent on the assessment day. They can submit a hand in a medical certificate ¹ issued by a registered medical practitioner to the school.	Students can take the make-up assessment. There will be no deduction of marks.
Sick leave: Students are absent on the assessment day. They CANNOT submit a hand in a medical certificate ¹ issued by a registered medical practitioner to the school.	Students can take the make-up assessment. There will be a 20% deduction of marks.
Sick leave: Students are absent on the assessment day and from the make-up assessment.	As the make-up assessment is over, the assessment is exempted.
Casual leave	The school will handle each case individually.
Absent without any reasons	0 mark will be given to that quiz.

Remark:

1. The date on the medical certificate should include the day of absence and the day of make-up assessment (if applicable).

If students are absent from the two exams in P.5, the two exams in P.6, they must take the make-up exam regardless of reasons for leave. There will not be any mark deduction.

For students in Primary 2 to Primary 4, academic results will be reported as numerical scores. For students in Primary 5 and Primary 6, overall results will be converted into achievement levels according to the school's grading scale. The overall report card score (100%) is calculated based on Continuous Assessment (20%), which includes quizzes and diversified assessment, and Examination Results (80%).

3.4.2 Summative assessment (Examinations)

There are two terms in a school year. At the end of each term, there is a four-day examination period. Therefore, there are two examinations in a school year.

Please refer to the school calendar for the actual dates of examinations.

The mode and paper settings of examinations are as follows:

3.4.2.1 Chinese

P.2 – P.6				
Area	Paper	Total mark of the paper	Proportion	Time allowed (minutes)
Reading	Reading Comprehension	100	40	25 (P.2 – P.4) 35 (P.5 – P.6)
	Language knowledge			30 (P.2) 35 (P.3 – P.6)
Writing	Composition	30 (P.1 – P.2)	30	35 (P.2)
		100 (P.3 – P.6)		45 (P.3 – P.6)
Listening	Listening	15	15	15-25
Speaking	Speaking	15	15	1 (every P.2 – P.6 student)
Others	Dictation	/	/	(To be conducted in daily lessons and not account for exam mark)
	Penmanship	Grade	/	Grade is given with reference to daily performance.

3.4.2.2 English

P.2 – P.6			
Papers	Marks on exam papers	Mark allocation (%)	Time allowed
Grammar & reading	100	50	45 mins (P.2) 50 mins (P.3 – P.6)
Writing	30 (P.2 – P.3) 50 (P.4 – P.6)	25	30 mins (P.12-P.3) 35 mins (P.4 – P.6)
Listening	15	10	15 – 20 mins
Speaking	10	10	5 mins (including preparation time)
Dictation	100	5	45
Penmanship	Grade	/	Grade is given with reference to daily performance.

3.4.2.3 Mathematics

Level	Marks on exam papers	Proportion	Time allowed (minutes)
P.2 – P.6	100	70 (current knowledge)	50
		30 (previous knowledge)	

3.4.2.4 General Studies / Science / Humanities

Grade	Total mark of the paper	Proportion	Time allowed (minutes)
P.3, P.6 General Studies	100	100	45
P. 2, 4-5 Science	60	100	35
P. 2, 4-5 Humanities	60	100	35

3.4.2.5 Music

	P.2	P.3	P.4	P.5 – P.6
Class performance	Worksheets 30%	Music assessment 30%		Music written exam 30%
Performance	Singing performance 60%		School-based Assessment for Musical 30%	Singing performance 30%
				Instrument performance 30%
Lesson	Performance in lessons 10%			
Total	100%			

*Note: If the part of playing musical instruments in P.5 and P.6 exam is cancelled due to epidemic, the proportion of singing will be raised from 30% to 60%.

3.4.2.6 Visual Art

There is no examination for this subject. Average mark is calculated out of marks of 3-5 pieces of student work.

P.2 to P.6	
Performance in lesson (10%)	Student work for assessment (90%)

3.4.2.7 Putonghua

There is one assessment in each term. The assessment aims at testing the performance of listening, speaking and pinyin knowledge. The final mark comes from the proportion of assessment marks.

Grade	Speaking (50%)			Written (50%)		Total
	Reading	Oral	Daily	Listening	Pinyin knowledge	
P.2 – P.3	20%	20%	10%	30%	20%	100%
P.4 – P.6	20%	20%	10%	20%	30%	100%

3.4.2.8 P.E.

Assessment criteria include skills and attitude. Mark is shown in grades.

P.2 – P.6			
Attitude (10%)	Fitness (30%)	Skills (50%)	Knowledge (10%)

3.4.3 Proportion of examinations of all subjects

According to EDB school assessment guidelines, the weighting of every subject is set with reference to the relative importance and total lecture time of the subject.

The subject weightings for Primary 3 and Primary 6 are as follows:

Subject	Chinese	English	Maths	General Studies	Visual Art	Music
Weighting	9	9	9	6	3	2

The total mark and position are calculated by the above weighting (not including P.6 P.E. and Putonghua)

The subject weightings for Primary 2, Primary 4 and Primary 5 are as follows:

Subject	Chinese	English	Maths	Humanities	Science	Visual Art	Music	P.E.
Weighting	8	8	8	4	4	2	2	2

3.4.4 Points to note of examinations:

3.4.4.1 Arrangement of lateness on test/exam day(s)

Students should return to school on time to participate in test/exam. On the day of the test/exam, if a student is late for less than 30% of the assessment time, they may enter the classroom to take the test/exam, but no extra time will

be given. (Based on the arrival time on the lateness record form)

If a student arrives at school more than one-third of the way through the test/exam (as indicated by the school's late slip) or returns after the test/exam has ended, Students sitting for make-up assessments will be withdrawn from regular classes and will not return to their classrooms for the rest of the day.

3.4.4.2 Arrangement of post-exam follow-up period

Exam paper checking (2 days after the exam)	Remedial or enrichment lessons (Within 2 days after paper checking)
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3.5 Dates of examinations

Examinations	Date	Subjects examined
P.6 exam (1)	● 12-11-2026 (Thu) to 17-11-2026 (Tue)	● Chinese, English, Mathematics, General Studies, written exams of Music and Putonghua
P.2 – P.5 exam (1)	● 14-1-2027 (Thu) to 19-1-2027 (Tue)	● Chinese, English, Mathematics, General Studies/ Humanities and Science, written tests of Putonghua
P.6 exam (2)	● 11-3-2027 (Thu) to 16-3-2027 (Tue)	● Chinese, English, Mathematics, General Studies and Putonghua
P.2 – P.5 exam (2)	● 27-5-2026 (Thu) to 1-6-2027(Tue)	● Chinese, English, Mathematics, General Studies/ Humanities and Science, written exams of Putonghua ● Written exam of Music (P.3 to P.5)

*As longer time is needed for speaking exam of Chinese, English and Putonghua, and Music (singing and theory), teachers will conduct the speaking exam two weeks before the exam period.

3.5 Timetables of examinations

3.5.1 Timetable of P.6 examination (1) & (2)

Date	12-11-2026 (Thu)/ 11-3-2027(Thu)	13-11- 2026(Fri)/ 12-3-2027(Fri)	16-11-2026 (Mon)/ 15-3-2027(Mon)	17-11-2026 (Tue)/ 16-3-2027(Tue)
Subject and papers	1. Chinese writing 2. Chinese reading 3. Chinese language knowledge	1. English grammar and reading 2. English writing 3. English listening	1. Mathematics 2. Putonghua written exam 3. Chinese listening	1. General Studies

3.5.2 Timetable of P.2-P.5 examination (1) & (2)

Date	14-1-2026(Thu) / 27-5-2027(Thu)	15-1-2026 (Fri) / 28-5-2027 (Fri)	18-1-2026(Mon) / 31-5-2027 (Mon)	19-1-2026(Tue) / 1-6-2026(Tue)
Subject and papers	1. Chinese writing 2. Chinese reading 3. Chinese language knowledge	1. English grammar and reading 2. English writing 3. English listening	1. Mathematics 2. Science 3. Chinese written exam	1. General Studies / Humanities 2. Putonghua written exam

